

## Creating an Accessible HTML File from a PowerPoint Presentation

Microsoft PowerPoint is one of the most widely-used applications in distance education. However, many students with disabilities can have problems accessing PowerPoint files in the context of online distance education. Transferring these PowerPoint files to accessible HTML files enables these students to get the content of the presentation. Additionally, the resulting HTML files are more usable for all students than other methods of uploading PowerPoint files.

### Step One: Setting Up the Files Needed for HTML Access

- The first step is to create a new "working directory" for the presentation that will be converted. This creates a single location for all of the files needed for the conversion process; files should be less likely to get "lost" or misplaced when everything is saved into this new folder. Copy the PPT file to be converted in this directory, but keep a backup copy elsewhere on your computer.
- Save all the PowerPoint slides as images. To save the slides as images, select the "File" option on the main menu and then choose the "working directory." Select "JPEG File Interchange Format" from the "Save as type" drop down list. JPEG is an image file type that is quite common and JPEG image files are typically not very large.
- In response to the dialog box that asks whether you would like to save every slide in the presentation in JPEG format, select "Yes."
- In the working directory, PowerPoint should have saved image file for each one of the slides in the PowerPoint presentation. They are named "Slide1," "Slide2," etc. all the way up to however many slides in the presentation. PowerPoint may have saved the files into a subdirectory of the working directory; if so, move the files from the subdirectory into the working directory.

### Step Two: Setting Up The HTML File

The next step is to create an HTML file that incorporates the images in the working directory. Create a blank HTML file in the working directory. Each slide will have its own group of HTML code, which provides information about the image and the text embedded in the image.

The sample slide on this page illustrates the process. The sample slide is a title slide from a presentation. The title of the slide reads "Human-Computer Interaction," and the body of the slide reads "Lecture 1: Syllabus and Class Instruction."



Creating this slide in an HTML file requires three lines of HTML code, as follows:

- ``
  - The `<img>` tag is an "image" label which allows the browser to show the image. There are two parts in this particular image label; a "src" tag that shows the name of the file, and an "alt" tag that provides alternate text description. The "alt" tag here shows the slide number, making it easier to navigate in the presentation. The text of the presentation – which normally would be in the "alt" tag – appears in the text below.

## ■ Creating an Accessible HTML File from a PowerPoint Presentation - *continued*

- ■ `<H1>Human-Computer Interaction</H1>`
- □ ■ The `<H1>` label is a “heading” label that formats the heading of the slide as an HTML heading.
- ■ `<p>Lecture 1: Syllabus & Class Introduction</p>`
- □ ■ The `<p>` label is a “paragraph” label that formats the body of the slide as an HTML paragraph.

## ■ For More Information

- This is only a sample of what part of an HTML file might look like for one slide. There are many other accessibility issues involved in creating an accessible HTML slide, such as graphics, charts, tables, WordArt, and other elements that might be found in a PowerPoint presentation. These issues are addressed at length in Module Three of the Access-E-Learning tutorial developed by GRADE, available online at: [www.accesselearning.net](http://www.accesselearning.net).